

Professional and Managerial Branch
Cultural Group
Museum Series

ARCHAEOLOGY MUSEUM ASSISTANT COLLECTIONS CURATOR

06/03 (AIS)

General Purpose

Under general supervision, assist in development, management and installation of temporary, permanent and traveling exhibitions, and with assigned museum programs and activities.

Typical Duties

Assist in research, preservation, authentication, documentation, storage and exhibition of artifacts. Involves: Research pertinent information needed for catalog entries and didactic text for exhibitions. Prepare reports on condition of artifacts. Maintain and update museum collections and exhibitions information in curatorial files. Prepare exhibit and individual artifact catalogs, brochures and documentary information. Assist in conception and design of in-house and gallery exhibition installations. Participate in coordination of presentation of traveling exhibitions. Develop new museum programs by studying origin, composition and history of artifacts. Evaluate exhibition and program proposals from archaeologists and other museums and make recommendations to management. Assist in permanent collection of artifact conservation and research coordination.

Assist in development of publicity, public and community relations and educational activities. Involves: Participate in publicity and publication of invitations and other printed materials for exhibitions and various curatorial projects. Respond to media inquiries. Represent museum at educational and social functions, and conventions and civic events to promote museum use and solicit donations. Collaborate with education staff to develop public service activities, tours, or to research grants and other external funding sources to assist with costs of traveling exhibitions.

Participate in administrative duties. Involves: Ensure artifacts are properly handled, preserved, stored and displayed. Update inventory database. Furnish costs or other operational information as assigned for use by others in development of archaeology museum curatorial budget. Research, write, edit and submit grant proposals, journal articles, publicity materials, exhibit brochures and catalogs. Provide designated support for programs, projects or activities. Log activities, prepare and submit recurring or requested activity or status reports. Assist visitors, conduct tours and respond to inquiries of museum members, advisory board, prospective donors and the public.

Knowledge, Abilities, and Skills

- Considerable knowledge of archaeology and anthropology research, analysis and interpretation principles and methods.
- Good knowledge of museum operation policies and procedures.
- Good knowledge of controlled environments for handling, care and preservation of artifacts.
- Some knowledge of museum exhibit, educational and promotional event and activity planning, designing and preparation.
- Some knowledge of public relations, marketing and customer service practices, including techniques to develop museum presentations, graphics, publications, invitations and advertisements.
- Ability to read and comply with federal, state and City laws, rules and regulations related to acquisition, preservation and handling of artifacts, and with state and local labor and occupational safety and health rules and regulations.
- Ability to establish and maintain effective working relationships with coworkers, officials, contractors, granting agencies, foundations and the public.
- Ability to communicate clearly and concisely orally and in writing, to respond to media inquiries and make presentations, and to research, analyze, prepare and submit grant and budget proposals, journal and publicity articles, advertisements and marketing and other management level reports.
- Skill in safe operation and care of motor vehicle, training aid equipment, power and hand tools, computer hardware, software and peripherals.

Other Job Characteristics

- Frequent standing to make public presentations.

- Occasional bending, stooping, crouching, climbing and working on ladders and lifts.
- Occasional exposure to disagreeable chemicals and fumes.
- Occasional lifting, carrying and transporting materials, artifacts, displays and moderate weight objects (up to 50 pounds).
- Occasional driving through City traffic.
- Occasional exposure to varying weather conditions.

Minimum Qualifications

Education and Experience: Equivalent to an accredited Bachelor's Degree in Archaeology, Anthropology or Museum Studies.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent issued by another state.

Special Requirements: Work extended hours, weekends and holidays on a rotating or as needed basis.

Human Resources Director

Department Head

OFFICIAL